

**National Eye Institute  
Individual Performance Plan**

**Part I - Administrative Data**

Name		SSN	Pay Plan/Series/Grade
Organization		Check One: Covered By: ( ) GS ( ) SES ( ) SSS	
Appraisal Period: From:                      To:	Rated Months	Date Given to Ratee:	Number of Critical Elements:

**Part II - Plan Establishment**

Rater's Name, Title and Signature	Date
Reviewer's Name, Title and Signature	Date
Employee's Signature	Date

**Part III - Mid-Year Progress**

Comments:	
Rater's Name, Title and Signature	Date
Reviewer's Name, Title and Signature	Date
Employee's Signature	Date

**Part IV - Summary Rating**

( ) Acceptable	( ) Unacceptable
Were all critical elements acceptable?      ( ) Yes                      ( ) No	
Rater's Name, Title and Signature	Date
Reviewer's Name, Title and Signature	Date
Employee's Signature	Date

Part V - Elements Ratings	
Responsibilities	Provide examples of fully successful level (Level 3)
<p>Element I: Supports the National Institutes of Health and Public Health Service Equal Opportunity (EEO) programs by taking supervisory and administrative actions which ensure equal treatment of employees. Facilitates and enhances the recruitment, career development, and advancement opportunities of minorities, women, and persons with disabilities.</p> <p>(    ) Acceptable (    ) Unacceptable (    ) Critical Element</p>	<p>1. Treats all employees equitably without regard to race, color, sex, religion, national origin, age or disability. Demonstrates positive efforts to resolve employee concerns and EEO complaints at the lowest possible level. Strives to maintain a workplace free of sexual harassment.</p> <p>2. Recruits, considers and selects when possible, qualified minorities, women, and persons with disabilities for underrepresented occupations.</p> <p>3. As opportunities exist, ensures the inclusion of minorities, women, and persons with disabilities for training, details, and other developmental assignments. Takes steps to eliminate barriers to the upward mobility of subordinates.</p> <p>4. Recognizes and rewards the contributions and achievements of all employees in the work unit through established performance mechanisms. Takes appropriate action to address deficiencies.</p> <p>5. Consistent with workload requirements and the need for office coverage, grants adequate time for employees to participate in EEO activities.</p>
<p>Element II:</p> <p>(    ) Acceptable (    ) Unacceptable (    ) Critical Element</p>	
<p>Element III:</p> <p>(    ) Acceptable (    ) Unacceptable (    ) Critical Element</p>	
<p>Element IV:</p> <p>(    ) Acceptable (    ) Unacceptable (    ) Critical Element</p>	
<p>Element V:</p> <p>(    ) Acceptable (    ) Unacceptable (    ) Critical Element</p>	
Overall Performance (Rater)	
<p>Summary Rating</p> <p>(    ) Acceptable (    ) Unacceptable</p>	<p>Comments</p>